



## Judicial Council of California

Administrative Office of the Courts

455 Golden Gate Avenue • San Francisco, California 94102 • Phone 415/865-7530 FAX 415/865-4341

### INSTRUCTIONS FOR COMPLETING YOUR CONTINUING EDUCATION COMPLIANCE FORM

#### Section I — GENERAL INFORMATION

1. Fill in your full name as it appears on your interpreter identification badge.
2. Fill in your certification or registration number and language(s).
3. Fill in the compliance period dates (January 1, 2009 – December 31, 2010).

#### Section II — MANDATORY CONTINUING EDUCATION REQUIREMENT

Fill in this section *only* if this is your *first* compliance period.

4. Fill in the location and date of the Ethics Workshop that you attended. The workshop, a one-time requirement, must be taken during your first compliance period.
5. If you did not attend the Ethics Workshop, check the box stating that you did not comply. Noncompliance means you will not be eligible to renew your certification.
6. *Registered interpreters only.* Fill in the location and date of the Orientation Workshop that you attended. The workshop, a one-time requirement, must be taken during your first compliance period.
7. *Registered interpreters only.* If you did not attend the Orientation Workshop, check the box stating that you did not comply. Noncompliance means you will not be eligible to renew your registration.

#### Section III — SKILLS AND KNOWLEDGE

8. Indicate your continuing education activities. You are required to complete 30 hours of continuing education activities for each two-year compliance period as follows:

##### *First Compliance Period for Certified Interpreters*

- Mandatory Ethics Workshop, 6 hours.
- Participatory activities in the skills and knowledge category, at least 12 hours.
- “Self-study” in the skills and knowledge category, up to 12 hours.
- A total of 30 hours is required.

### ***First Compliance Period for Registered Interpreters***

- Mandatory Ethics Workshop, 6 hours.
- Mandatory Orientation Workshop, 6 hours.
- Participatory activities in the skills and knowledge category, **at least** 6 hours.
- “Self-study” in the skills and knowledge category, up to 12 hours.
- A total of 30 hours is required.

### ***Subsequent Compliance Periods for Certified and Registered Court Interpreters*** (who have previously completed their first compliance period)

- Participatory activities in the skills and knowledge category, **at least** 15 hours.
- “Self-study” in the skills and knowledge category, **up to** 15 hours.
- A total of 30 hours is required.

First, list your participatory continuing education activities. These are activities specifically approved for Court Interpreter Minimum Continuing Education (CIMCE) credit. All activities *must* include a CIMCE number. If you do not include all CIMCE numbers, the form will be considered incomplete and returned to you. **(Do not attach additional documentation verifying your attendance.)**

Second, list all of your “self-study” activities, if applicable. Note: In the “CIMCE NO.” column fill in the code “SS” for self-study.

Third, list any educational activities that are approved by the State Bar for Minimum Continuing Legal Education credit (MCLE). A CIMCE number is not required. Instead, attach a copy of your certificate of completion or documentation verifying your attendance.

Remember that continuing education refers to seminars, workshops, or course work taken *after* you become certified or registered.

### **Section IV — PROFESSIONAL EXPERIENCE**

9. Fill in the professional experience section. List 40 professional assignments, indicating dates, case numbers, case names, and locations.
10. Please sign, date, and submit your form to:  
Administrative Office of the Courts  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

We recommend that you send your completed and signed forms via certified mail or obtain proof of mailing from your carrier. Please retain a copy of the forms for your records.

**All continuing education credits must be earned during the two year compliance period ending December 31, 2010, and all forms must be received by December 31 of the year that your compliance period ends.**

**Please sign, date, and provide all required information.  
Forms that are incomplete will be returned.**

# CONTINUING EDUCATION COMPLIANCE FORM

## Due December 31, 2010

Please type or print clearly and legibly in ink.

### Section I — GENERAL INFORMATION

1. FULL NAME (as it appears on your interpreter identification badge):

\_\_\_\_\_

2. CERTIFICATION NUMBER: \_\_\_\_\_ LANGUAGE(S) \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_ LANGUAGE(S) \_\_\_\_\_

3. THIS COMPLIANCE PERIOD IS FROM (mm/dd/yy) \_\_\_\_\_ TO (mm/dd/yy) \_\_\_\_\_

Note: The compliance period is at least two years and ends on December 31. Please submit only one compliance form for each two-year compliance period. Example: If an interpreter was certified or registered with the Judicial Council in June 2006, his/her first compliance period would end December 31, 2008. Participatory continuing education activities taken June 2006 through December 31, 2008, would apply. Thus, the interpreter must file his or her compliance form by December 31, 2008.

### Section II — MANDATORY CONTINUING EDUCATION REQUIREMENT (Complete only if this is your first compliance period.)

4. WHERE AND WHEN DID YOU ATTEND THE ETHICS WORKSHOP?

City \_\_\_\_\_ Date \_\_\_\_\_

5. ☐ I DID NOT COMPLY WITH THIS REQUIREMENT AND I UNDERSTAND THAT THIS WILL AFFECT MY CERTIFICATION STATUS.

6. (Registered interpreters only) WHERE AND WHEN DID YOU ATTEND THE ORIENTATION WORKSHOP?

City \_\_\_\_\_ Date \_\_\_\_\_

7. ☐ (Registered interpreters only) I DID NOT COMPLY WITH THIS REQUIREMENT AND I UNDERSTAND THAT THIS WILL AFFECT MY REGISTRATION STATUS.

### Section III — SKILLS AND KNOWLEDGE

8. List your continuing education activities during the compliance period. Include all "participatory" hours first, then "self-study" hours, and MCLE activities last.

DATE	TITLE OF ACTIVITY	NAME OF PROVIDER OR "SELF-STUDY"	NO. OF HOURS	CIMCE NO.
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Section III — SKILLS AND KNOWLEDGE (Con't)

[illegible]

**TOTAL HOURS:**

10

## Section IV — PROFESSIONAL EXPERIENCE

9. LIST THE 40 PROFESSIONAL ASSIGNMENTS IN WHICH YOU HAVE PARTICIPATED DURING THE COMPLIANCE PERIOD (*an "assignment" is a law-related interpreting duty for a specific case, performed on a specific date*). **Submission of invoices or letters from court administrators in lieu of listing 40 professional assignments will not be accepted.**

	DATE(S)	CASE NUMBER	CASE NAME	LOCATION
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				
(16)				
(17)				
(18)				
(19)				
(20)				
(21)				
(22)				
(23)				
(24)				
(25)				

**Section IV — PROFESSIONAL EXPERIENCE (Con't)**

	DATE(S)	CASE NUMBER	CASE NAME	LOCATION
(26)				
(27)				
(28)				
(29)				
(30)				
(31)				
(32)				
(33)				
(34)				
(35)				
(36)				
(37)				
(38)				
(39)				
(40)				

*I declare under penalty of perjury under the laws of the State of California that the information provided above is true and correct.*

10. \_\_\_\_\_  
Signature Date

Please mail to:

Administrative Office of the Courts  
Court Interpreters Program  
455 Golden Gate Avenue  
San Francisco, California 94102-3688

**Please sign, date, and provide all required information.  
Forms that are incomplete will be returned.**